

Attention Electronic Filers:

As of January 9, 2006, the Western District of Louisiana began accepting credit cards via the U. S. Department of Treasury's Internet credit card payment module (pay.gov) on the following filings:

Civil	Criminal
Notice of Appeal	Appeal of Magistrate Judge Decision to District Court
Notice of Interlocutory Appeal	Notice of Appeal - Interlocutory
Notice of Cross Appeal	Notice of Appeal - Final Judgment
Motion to appear pro hac vice	Notice of Appeal - Conditions of Release
	Motion to appear pro hac vice

CM/ECF has two credit card components: online payment and reviewing history of payments.

Internet credit card payment

While filing the items above, the user is prompted for method of payment. If credit card is selected, the filer will be automatically directed to the internet payment program, pay.gov. Once the payment portion is successful, users return to CM/ECF for completion of the filing.

Step 1: Payment Information Screen:

CM/ECF Civil • Criminal • Query • Reports • Utilities

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$25.00

Billing Address: *


Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: * 

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

- Fields marked with an asterisk (*) are required fields. The account holder's name, first address line, and zip code default to values contained in CM/ECF but may be changed. Changing the information on this screen does not change the filer's information with the court.
- The payment amount is populated with the fee required for the filing.
- Visa, Master Card, American Express, Diners Club, and Discover are accepted.
- Do not use hyphens or spaces in the card number field.
- The Security Code field is a 3-digit number located on the back side of most cards. It usually appears at the end of the card number.
- Click on the "Continue with Plastic Card Payment" button.

Step 2: Authorize Payment Screen

ECF			Civil	Criminal	Query	Reports	Util
Online Payment		Return to your originating application					
Step 2: Authorize Payment		1 2					
Payment Summary Edit this information							
Address Information	Account Information	Payment Information					
Account Holder Name: t dunfordaty	Card Type: Discover	Payment Amount: \$25.00					
Billing Address: 300 Fannin St.	Card Number: *****1111	Transaction Date: 12/27/2005 14:44					
Billing Address 2:	Expiration Date: 9 / 2015	and Time: EST					
City: Shreveport							
State / Province: LA							
Zip / Postal Code: 71101							
Country: USA							
Email Confirmation Receipt							
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.							
Email Address:							
Confirm Email Address:							
Authorization and Disclosure							
Required fields are indicated with a red asterisk *							
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input type="checkbox"/> *							
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.							
		<input type="button" value="Submit Payment"/>		<input type="button" value="Cancel"/>			
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.							

- Pressing the "Submit Payment" button more than once may result in multiple charges to the credit card account.
- Review all address, account, and payment information for accuracy.
- A valid e-mail address must be entered to receive a transaction receipt for reconciliation with credit card statements.
- The authorization box must be checked for the transaction to complete.
- Clicking the "Submit Payment" button returns the filer to CM/ECF for completion of the filing.
- If the payment portion of the transaction executes and a valid e-mail address is entered, a receipt will be sent to the user's e-mail account confirming the charge to the card.

Upon successful completion of the filing in CM/ECF, the Final text as well as the Notice of Electronic Filing (NEF) will contain the fee amount and receipt number. A sample notice appears below:

Notice of Electronic Filing

The following transaction was received from dunfordaty, t entered on 12/16/2005 at 2:18 PM CST :

Case Name: Marshall v. Shelter Mut Ins Co, et al
Case Number: [5:04-cv-1](#)
Filer: John Doe
WARNING: CASE CLOSED on 12/14/2004
Document Number: [30](#)

Docket Text:
NOTICE OF APPEAL as to [22] Judgment by John Doe. Filing fee: \$ 255, receipt number 31303.
Order Form. (dunfordaty, t)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a

Reviewing Internet Payment History

To review charges made in CM/ECF for a user, click on “Utilities” on the blue menu. Click on “Internet Payment History” and enter the desired date range. A sample report appears below:

Date Paid	Description	Payment Method	Receipt #	Amount
2005-11-21 10:55:08	Notice of Appeal - Interlocutory(1:04-cr-10018-DDD-JDK) [appeal-cr iapp] (255.00)	credit card	30848	\$ 255.00
2005-12-13 14:48:57	Notice of Appeal - Final Judgment(1:04-cr-10001-DDD-JDK) [appeal-cr ntcapp] (255.00)	credit card	31175	\$ 255.00

Error screens

If processing of a payment is unsuccessful, an error screen will appear. PRINT THIS ERROR

SCREEN or write down the complete message and call 866-323-1101 for assistance.

Run an Internet Payment History report (see instructions above) to review completed payments if you are not sure your payment successfully completed.

If a filing error is made after the payment process is complete, i.e. you have pressed "Submit Payment," abort the filing transaction and call the Help desk (1-866-323-1101) during business hours for assistance in obtaining a refund.